

Approved 7/17/86

AT-86-4
Effective 4/1/86

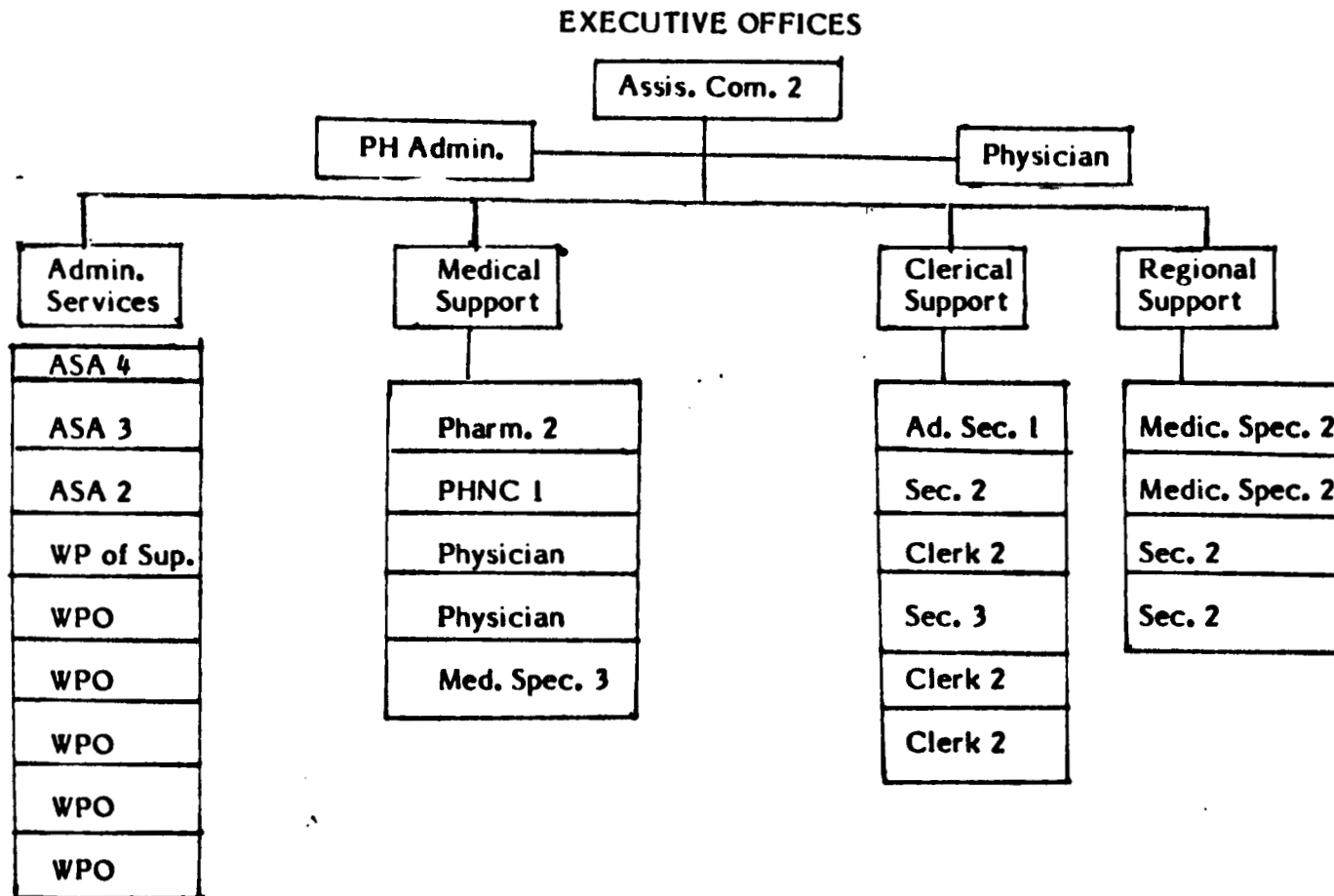
TENNESSEE DEPARTMENT OF HEALTH AND ENVIRONMENT
BUREAU OF MEDICAID

The Bureau of Medicaid is a multifaceted organization. This is the agency within the Tennessee Department of Health and Environment designated to plan, organize, develop, coordinate, control and direct the federally established and state administered Medicaid Program. It administers the Title XIX (Medicaid) program for the Department. The Department is the Single State Agency designated to administer the Medical Assistance program pursuant to the provision of Title XIX of the Social Security Act.

The Bureau is presently composed of the following organizational entities: Medicaid Administration; Fiscal Budget; Executive Offices; System Support; Fiscal Agent Management; Division of Quality Control, Surveillance and Utilization Review, Patient Care Review, Quality Control Third Party Liability; Division of Program Services, Provider Relations, Medical Care Unit; Division of Program Management, Documentation and File Maintenance, Program Policy, Provider Enrollment, and Planning and Development.

This is a highly diversified and integrated Bureau. With regard to oversight, eligibility, administration, financial management, quality control, and statutory and regulatory compliance, ongoing interaction must occur daily with other agencies within the Department, other state agencies, federal agencies, professional associations, recipient groups, etc.

Specific assignments and function of the total Bureau are addressed with detail in the accompanying narrative overviews for each of the major organization components within the Bureau.



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EXECUTIVE OFFICES

The Executive office provides overall leadership to the total Bureau of Medicaid. The Executive Office is comprised of the following four units: Administrative Support Services, Medical Support, Clerical Support, and Regional Support.

ADMINISTRATIVE SUPPORT SERVICES

Administrative Support Services provide leadership, overall direction, and supervision to administrative activities of the total Bureau of Medicaid through an integrated and coordinated approach to management. As the focal point for these areas of coordination and communication, Administrative Support Services must work closely with the various organizational and functional entities within and external to the Administration. There are four major components organized under Administrative Support, which are: (1) Personnel, Recruitment, and Training Management; (2) Contract Management; (3) Building security and supervision of work environment; and (4) Secretarial Support/Word Processing.

Administrative Support is accountable for giving competent advice, direction and oversight on budget, contracts, purchasing, systems and procedures, records management and file maintenance, intergovernmental relations, personnel, recruitment, and training matters, including travel, affirmative action, insurance and retirement coordination, attendance and leave, employee evaluations and probation reports, etc. It is also responsible for the provision of heating, lighting, air conditioning, cleaning services, parking spaces, building security and assures the overall aesthetic of the work environment.

Administrative Support Services functions to assure adherence to federal, state and agency policy and procedures accordingly with statutory and regulatory requirements, and timely policy issuances relative to all applicable services and operations.

MEDICAL SUPPORT

Provides adequate medical consultation services to the Medicaid Bureau staff and other programs throughout Medicaid. Assists in the development of Medicaid medical policy.

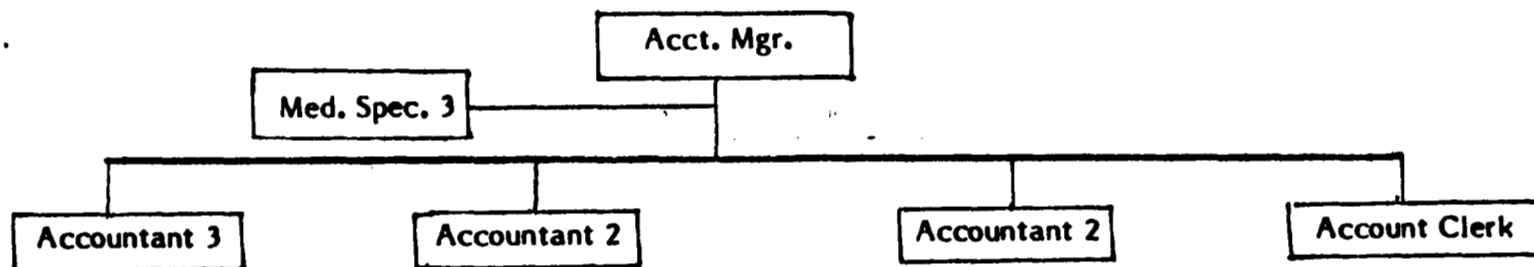
CLERICAL SUPPORT

The clerical support unit provides clerical and secretarial support to the Executive Office. Their responsibilities include: making reservations, answering the telephone, opening and distributing mail, maintaining leave records, proofreading, copying, collating, maintaining files, attending meetings and taking minutes for distribution and offering backup support as needed throughout the Bureau.

REGIONAL SUPPORT

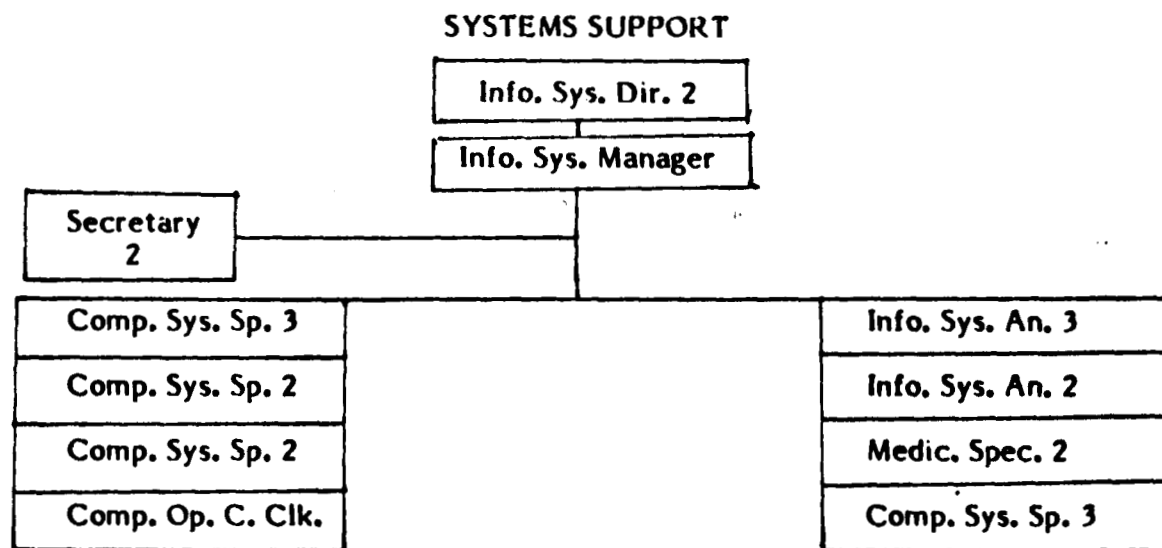
The regional offices include the Memphis and Knoxville areas. They are primarily involved in inquiry response, public relations with providers, and surveillance and utilization. Each regional office works closely with its counterpart in the Nashville based offices.

FISCAL BUDGET



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Prepares the Medicaid Work Program for the Administrative and Medical Programs. Responsibilities also includes providing financial projections for new legislative proposals and responses to public and governmental inquiries on Medicaid statistics. Also controls property and equipment requests and acquisitions.



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SYSTEM SUPPORT

The division is structured primarily to address current and long-range data processing oriented informational needs. The several units within the division include DP Planning and Administration, Computer Operations and Control, Analysis and Research and Programming and Development. Overall, the group's mission encompasses use of state-of-the-art technology, performance - keyed management and maximized analytical resources to contain development expense and posture data processing as a future state-maintained entity. The group generates MMIS based ad hoc reports for Medicaid management, various Bureaus within the Department of Health and Environment and the legislature. Support is also provided to Internal Audit by way of focus tests that highlight program administration issues.

FISCAL AGENT MANAGEMENT

